

How to Sort Tasks

To sort your tasks, click the Tasks list on the main toolbar, and then select one of the following views:

- **Simple List** The subject and due date for all your tasks including those marked as complete. This is the default view.
- **Detailed List** Each task's subject, status, due date, percent complete, and priority. It also indicates whether each task has any attached files.
- **Active Tasks** All tasks that haven't been completed or deferred.
- **Next Seven Days** All tasks due within the next seven days.
- **Overdue Tasks** All tasks still incomplete as of the due date.
- **Completed Tasks** All tasks you've marked as complete.
- **Taskpad** The subject and due date for all tasks whose status is **Not Started**, **In Progress**, or **Waiting on someone else**.

Search for a Task

Type-down search is a progressive search method that allows you to look for a message, contact, or task by typing on your keyboard. eioa

To search for a task

Select the **Subject** column, and then start typing the word you're looking for. Microsoft Office Outlook Web Access highlights the task that best matches what you type. If it can't find an exact match, Outlook Web Access highlights the task that contains the closest match.